

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  Instructor I	
<b>2. ITEM NUMBER</b>  INSTI -15-2021		<b>3. SALARY GRADE</b>  12	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  Department of Food Science and Technology	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  Department of Food Science and Technology		<b>8. WORKSTATION / PLACE OF WORK</b>  VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP</b>  NA	<b>10. PREVIOUS APPROP ACT</b>  NA	<b>11. SALARY AUTHORIZED</b>  27,608	<b>12. OTHER COMPENSATION</b>  ACA/PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Head, DFST		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Dean, College of Agriculture and Food Science	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  COMPUTER, VIDUAL AIDES, WHITEBOARD PENS, ERASER, CHALK, WHITEBOARD/CHALKBOARD, BALLPEN. PENCIL , LABORATORY EQUIPMENT AND OTHER GADGETS			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b> Executive / Supervisors Non-Supervisors Staff	Occasional <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Frequent <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>17b. External</b> General Public Other Agencies Others (Please Specify): admin offices
<b>18. WORKING CONDITION</b> Office Work <input checked="" type="checkbox"/> Field Work <input type="checkbox"/> Other/s (Please Specify)			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  To conduct instruction, research and extension			

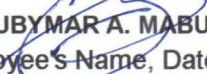



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To conduct instruction, research and extension			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor of Science Degree holder in the area of specialization	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.			2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			1
21f. Functional Competencies			Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			2
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.			2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.			2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			4
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.			2
21g. Technical Competencies			Competency Level
Provides support and technical services for Dept. of Food Science and Technology faculty and staff.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
60%	<ul style="list-style-type: none"> <li>- Manages the Food Testing Laboratory</li> <li>- Conducts analyses submitted by the students, MSMEs and other clients</li> <li>-Issues certificate of analysis to the clientele</li> <li>- Prepares the Food Testing Laboratory for the License to Operate (LTO) permit application and laboratory accreditations</li> <li>- Checks performance of the equipment in the laboratory</li> <li>- Submits reports to the immediate supervisor</li> </ul>	2	
30%	<ul style="list-style-type: none"> <li>- Teaches assigned subjects and performs other teaching related functions, among others, the following               <ul style="list-style-type: none"> <li>a. Prepares and revised teaching materials/guides</li> <li>b. Prepares and gives examinations (midterm/final/long exams/quizzes)</li> <li>c. Checks test papers</li> <li>d. Submits grade sheets within prescribed period to the Registrars</li> </ul> </li> </ul>	2	
5%	<ul style="list-style-type: none"> <li>-Prepares research and extension proposals</li> <li>-Implements duly approved research/extension projects within time</li> <li>-Prepares reports within the prescribed period</li> <li>-Presents research/extension outputs during conferences/fora of</li> </ul>	2	

	-Submits output for possible publication/patenting	
5%	-Performs other functions, among others a. Perform administrative functions (if applicable) b. performs functions relative to committee memberships and other c. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President.	2

### 23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

  
**JUBYMAR A. MABUTO**  
 Employee's Name, Date and Signature  
 Feb- 22 , 2022

  
**LORINA A. GALVEZ**  
 Supervisor's Name, Date and Signature  
 Feb 24, 2022